

Representative Offices Predstavništva		
Documentation Dokumentacija	Forms for downloading Obrasci za preuzimanje	Document Form Oblik dokumenta
1	Non-resident account opening application <i>Zahtev za otvaranje računa nerezidenta</i>	<a href="#">Application form for opening of non-resident account</a> Original - 1 copy <i>Original - 1 primerak</i>
2	KYC QUESTIONNAIRE KYC Upitnik za strana pravna lica	<a href="#">KYC Questionnaire for a legal entity - Entrepreneur</a> Original - 1 copy <i>Original - 1 primerak</i>
3	Decision/Excerpt on the registration of representative office in register with the Business Registers Agency <i>Rešenje/Izvod o upisu u registar predstavništva kod Agencije za privredne registre</i>	Original or certified photocopy of document not older than 3 months - for inspection <i>Original ili overena fotokopija dokumenta ne starija od 3 meseca - na uvid</i>
4	Excerpt from register in which non-resident legal entity is registered in the country where it has its central headquarters or, if it is incorporated in the country which does not make any registration in such register - other valid incorporation document in accordance with the regulations of country of central headquarters is provided based on which the non-resident's legal form and date of its incorporation may be identified <i>Izvod iz registra u kome je nerezident - pravno lice upisan u zemlji u kojoj ima registrovano sedište ili ako je osnovano u zemlji u kojoj se ne vrši upis u takav registar – prilaže drugi validan dokument o osnivanju u skladu sa propisima zemlje sedišta na osnovu kojih se može utvrditi pravni oblik nerezidenta i datum njegovog osnivanja</i>	Original or certified copy of document by notary or other competent authorities abroad, not older than 3 months from the date of submission to the Bank, and, depending on the country it is issued in, certification is made using Apostille seal - for inspection <i>Original ili overena kopija dokumenta od strane notara ili drugih nadležnih organa u inostranstvu, ne starija od 3 meseca do dana predaje Banci, a u zavisnosti od zemlje u kojoj se izdaje, overa se vrši i pečatom Apostille - na uvid</i>
5	Translation of excerpt referred in item 3 Into the Serbian language <i>Prevod izvoda iz tačke 3 na srpski jezik</i>	Original or certified copy of the translation certified with the seal and signature of certified court interpreter <i>Original ili overena fotokopija prevoda overena pečatom i potpisom ovlašćenog sudskog tumača</i>
6	Document by competent authority containing Tax Identification Number if such non-resident taxpayer is that of the Republic of Serbia and if such application refers to the opening of non-resident dinar current account <i>Dokument nadležnog organa koji sadrži Poreski identifikacioni broj, ako je taj nerezident poreski obveznik Republike Srbije i ako se zahtev odnosi na otvaranje dinarskog tekućeg računa nerezidenta</i>	Original for inspection - for inspection <i>Original na uvid - na uvid</i>
7	Signature specimen of persons authorised for the disposal of funds on non-resident account, sealed by representative office or non-resident (if used), signed by person authorised for representation from decision on the registration on non-resident legal entity in the country of its central headquarters <i>Karton deponovanih potpisa lica ovlašćenih za raspolaganje sredstvima na nerezidentnom računu, overen pečatom predstavništva i pečatom nerezidenta (ukoliko se koriste), potpisan od strane ovlašćenog lica za zastupanje iz rešenja o registraciji nerezidenta -pravnog lica u zemlji sedišta</i>	<a href="#">Specimen signature card for non-resident account</a> Original - 2 copies <i>Original - 2 primerka</i>
8	Data on the persons who will withdraw statements and bring orders for execution with the Bank - for the account of non-resident, on the form <i>Podaci o licima koja će podizati izvode i donositi naloge na izvršenje kod Banke - za račun nerezidenta, na obrascu</i>	<a href="#">Information about persons who will bring orders for execution in the Bank non-resident client</a> Original - 1 copy <i>Original - 1 primerak</i>

9	Signature by representative from decision on the registration of non-resident legal entity in the state of its central headquarters, unless this person is not present when submitting a request for opening an account, certified with competent authority / Potpis zastupnika iz rešenja o registraciji nerezidenta – pravnog lica u državi sedišta, osim ako to lici nije prisutno kod ponošenja zahteva, overen kod nadležnog organa		Original or certified copy - for inspection <i>Original ili overena kopija - na uvid</i>
10	Agreement on Non-resident Foreign Currency/Dinar Current Account Opening and Maintaining <i>Ugovor o otvaranju i vođenju tekućeg deviznog/dinarskog računa nerezidenta</i>	<a href="#">The agreement on opening account for foreign legal entities - non residents</a>	Original - 2 copies <i>Original - 2 primerka</i>
11	Photocopy of legal representative's ID <i>Fotokopija ID zakosnog zastupnika</i>		Original for inspection - copy is kept <i>Uvid u original - zadržava se fotokopija</i>
12	Photocopy of ID of authorised person from signature specimen <i>Fotokopija iD ovlašćenog lica sa KDP</i>		Photocopy - 1 copy <i>Fotokopija - 1 primerak</i>
13	Photocopy of proxy holder/procurator's ID <i>Fotokopija ID punomoćnika/prokuriste</i>		Original for inspection - copy is kept <i>Uvid u original - zadržava se fotokopija</i>
14	Photocopy of ID of beneficial owner <i>Fotokopija ID stvarnog vlasnika</i>		Photocopy - 1 copy <i>Fotokopija - 1 primerak</i>
15	Pep Statement of beneficial owner <i>Pep Izjava za stvarnog vlasnika -ako je strani funkcioner</i>	<a href="#">Statement PEP</a>	Original - 1 copy <i>Original - 1 primerak</i>
17	Documentation for the identification of the beneficial owner of legal entity and person of foreign law, identification of ownership and management structure up to the level of private individual - holder of 25% and more interest, for all legal entities in the ownership sequence <i>Dokumentacija za utvrđivanje stvarnog vlasnika pravnog lica i lica stranog prava, utvrđivanje vlasničke i upravljačke strukture sve do nivoa fizičkog lica – imaoca 25% i više udela, i to za sva pravna lica u vlasničkom nizu</i>		Original or certified copy of document by notary or other competent authorities abroad, not older than 6 months from the date of submission to the Bank, and, depending on the country it is issued in, certification is made using Apostille seal - for inspection <i>Original ili overena kopija dokumenta od strane notara ili drugih nadležnih organa u inostranstvu, ne starija od 6 meseci do dana predaje Banci, a u zavisnosti od zemlje u kojoj se izdaje, overa se vrši i pečatom Apostille - na uvid</i>
18	Translation of excerpt referred in item 17 Into the Serbian language <i>Prevod izvoda iz tačke 17 na srpski jezik</i>		Original or certified copy of the translation certified with the seal and signature of certified court interpreter <i>Original ili overena fotokopija prevoda overena pečatom i potpisom ovlašćenog sudskog tumača</i>

\* Document legalisation certifies the authenticity of signatures of document signatories and authenticity of seal affixed on document

\* Legalizacijom dokumenata potvrđuje se verodostojnost potpisa potpisnika isprave i autentičnost pečata stavljenog na ispravu

#### There are three legalisation levels/ Postoje tri stepena legalizacije

1. release of legalisation when only certification by public notary is necessary (when there is bilateral agreement with the Republic of Serbia)  
*oslobođenje od legalizacije kada je potrebna samo overa javnog beležnika/notara (kada postoji bilateralni sporazum sa Republikom Srbijom)*
2. certification with Apostille seal (for the countries members of the Hague Convention)  
*overa pečatom Apostillee (za zemlje članice Haške konvencije)*
3. certification of document at diplomatic and consular representative office of the Republic of Serbia (for other countries)  
*overa dokumenta u diplomatsko-konzularnim predstavništvu Republike Srbije (za ostale zemlje)*